

FILED *Records* 4-1

RETURN TO

RECORDS MANAGEMENT DIVISION

19 August 1955

Records Management Officer for Reports and
Correspondence

Chief, Records Management Staff

Reports Management

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1. [] Chief, O & M Staff - DD/I Area, inquired as to whether or not we had compiled information on reporting requirements throughout the Agency. He wanted to use this information in conjunction with establishing a T/O for administrative purposes in the newly created Office of Basic Intelligence (formerly Basic Intelligence Division). I advised him that due to difficulty in getting a Reports Management Program instituted in the Agency, this information was not available.

2. I again discussed the Reports Management Program in the DD/S area with [] I appraised him of the need for this program to go forward in the Agency, and particularly in the DD/S area since so many reporting requirements are imposed upon the entire Agency by DD/S components. He promised again that he would take this matter up with the ADD/S, Mr. Lloyd, and would try to arrange a meeting with him next week.

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3. In my discussion with [] about other matters in records management, I suggested that serious thought be given to instituting a Reports Management Program in the DD/P area. I advised him that I had discussed this matter with [] previously and he seemed to be interested. [] is going to remain on [] staff for awhile, and during that time he will handle matters pertaining to records management. I hope that this will give us an opportunity to get some action going in this area.

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[Signature]
8/19